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For Release 2001/07/28 : CIA-RDP78-03921A000100010046-6

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# SPECIAL BULLETIN

OFFICE OF TRAINING



No. 8-69

20 February 1969

To: All Training Officers of the Agency

## SENIOR MANAGEMENT SEMINAR (PLANNING)

DATES                    13-18 April 1969  
                           (This Seminar is in session from Sunday afternoon to Friday afternoon.)

LOCATION                [REDACTED]                    25X1A6a

OBJECTIVES             To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and to familiarize participants with the Agency's overall planning system.

FOR                      Senior line and staff officers who have a need for better understanding of planning methods and processes.

Minimum grade level: GS-15

DESCRIPTION            A one-week, residence (full-time) course which provides a systematic framework for managerial planning by identifying and analyzing basic approaches and selected techniques. It provides orientation on the Agency's Planning, Programming, and Budgeting System. This course features active learning through precourse work, team problem-solving, and case study. Formal lectures are kept to a minimum.

For maximum effectiveness each seminar requires substantial representation from each of the major components.

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of that firm.

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GROUP I  
Excluded from automatic  
downgrading and declassification

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PRECOURSE WORK      Approximately 25 hours. Material will be sent out on or about Wednesday, 26 March 1969.

REGISTRATION      Limited to 45. Submit Form 73 to OTR/RS/AIB, Room 832 Glebe. Closes Friday, 21 March 1969. No substitutions to be made after this date because of precourse work requirements.

TRAVEL ORDERS AND COST      Responsibility of participating office 25x1A

ADDITIONAL INFORMATION      On course content, call extension [REDACTED]  
On registration, extension [REDACTED]